

**MANUAL OF PRACTICE
FOR USE IN
DEPOSIT STATION LIBRARIES
AND
BRANCH LIBRARIES**



**PREPARED BY
CARNEGIE PUBLIC LIBRARY
GARFIELD COUNTY LIBRARY
EXTENSION DEPARTMENT
ENID, OKLAHOMA**



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There is no frigate like a book
To take you leagues away,
Nor any courser like a page
Of prancing poetry.
This solace may the poorest take
Without oppress or toll,
How frugal is the chariot
That drives the human soul!

CARNEGIE PUBLIC LIBRARY**ENID, OKLAHONA****GARFIELD COUNTY LIBRARY EXTENSION DEPARTMENT****LIBRARY SERVICE TO SCHOOL AND COMMUNITY**

It is the aim of the Carnegie Public Library of Enid through branches, community centers, school deposit stations and other agencies of the County Library Extension Department to make books accessible to every individual in Garfield County, and to give training in method and management to volunteer custodians of such libraries.

Every person of reading age may have one or two books (depending on kind of book) every two weeks. Books may be renewed for two weeks by telephone or by mail.

Every school in Garfield County may have fifteen books every sixty days. Schools having four teachers and upwards may have fifty books. Books may be renewed by telephone or by mail.

Every town and community in Garfield County may have 100 books every sixty days. Books may be renewed by telephone or mail.

As the system grows, the goal to be reached is a library deposit in every school and community, and a branch library in every town in the county in charge of a competent librarian and having its own local library board, to advise with the central library board.

COST.

Books are loaned free of charge. Transportation charges are paid one way whether books are sent singly or in groups.

Custodians may prepay return transportation charges with fines collected on overdue books, but if a book is lost and paid for the money must be sent to the central library for the purchase of a new book.

A fine of two cents per day is charged on all books kept overtime, unless an extension of time has been granted.

Application cards will be mailed free to individuals in the county, and their book requests sent by parcel post prepaid.

Custodians are encouraged to send to the central library for books requested by their patrons.

Books may be selected in person by individuals, teachers, and custodians.

REGISTRATION

Application cards are filed in one straight alphabetical file at the central library for county and city borrowers. County applications at the central library are written in red ink as a mark of distinction.

Application cards at central library or branches must be signed by a property owner not related to the applicant.

A teacher's application card for a school library must be signed by a school trustee.

A custodian's application card for a community center library must be signed by the secretary of the club or organization sponsoring the library.

Branches attend to their own registration record.

BORROWERS' CARDS

Borrowers' cards must be used at the central library, also at the branches, but are not required for checking out books from the school and community deposit stations.

ADVERTISING

When a teacher, school board, club president or community worker sends (or brings) in an application card properly signed, it is understood that the books sent will be made available to the patrons in the district as well as to the pupils of the school or members of the club organization.

Every custodian is asked to post a LIBRARY SIGN in a conspicuous place stating hours of opening and the rules governing the book circulation. When a library is sent to some place other than a school the custodian is requested to see that the principal of the local school is notified also that the nearest newspapers make announcements of the free library service.

DISTINCTION BETWEEN BRANCHES, STATIONS, AND OTHER AGENCIES

BRANCH—Auxiliary library, complete in itself, having its own permanent collection of books, either occupying a separate building or housed in one or more rooms in a school, social center, rented store, postoffice, etc., and administered as an integral part of the library system. To rank as a branch the hours of opening need not approximate those of the central library, but must conform to a regular schedule.

DEPOSIT STATION—Small collection of books sent for a definite time to a school, club, postoffice, store, home, etc. Collections are frequently changed; stations have some permanency.

Branches or stations may be in charge of a volunteer librarian (called custodian) or a paid librarian employed at the expense of a co-operating institution or society.

OTHER AGENCIES—Loans made at the central library or requests by mail or messenger.

BOOK COLLECTION

Permanent collection in branches frequently supplemented by loans of newer books from the central library.

School and community center deposit stations supplied from separate county collection in central library.

Equal desk service to city and county from central library collection.

Special requests or needs provided for by temporary loans from central or county library collection.

CATALOGUE

A separate card catalogue lists all books in the county collection. This catalogue is kept in the county library room at the central library.

Branches have card catalogues of books in permanent collection.

ACCESSION RECORD (County Collection)

Typewritten on 3x5 cards and kept at central library. Continuous numbers obtained by the use of a numbering machine, with a statistical sheet record of additions and withdrawals.

SHELF LIST

Typewritten on 3x5 cards. County collection kept at central library in separate file. For permanent collections in branches a duplicate shelf list card is supplied for each new book added to a particular branch. This is filed at the branch in shelf list order.

CHARGING RECORDS

POCKETS—Each book to be circulated is provided with a book pocket.

DATE SLIPS—The "Date Due" slip is pasted on the fly leaf, opposite the pocket.

BOOK CARDS—All books to be sent to school and community deposit stations require two book cards, one for the charge at the central library, the other for the convenience of the teacher or custodian when charging books to pupils and school patrons who are not required to have borrowers' cards.

Custodians must return book cards in book pockets.

Two colors, blue and yellow, are used to aid the eye in sorting juvenile from adult cards for circulation statistics.

CHARGING BOOKS FOR COUNTY USE AT THE CENTRAL LIBRARY

In charging a book to be sent to a county collection, the book card to be kept on file at the central library is stamped with the date due, the name of the county branch, community station or district number, and the custodian's number.

DISCHARGING BOOKS AT THE CENTRAL LIBRARY

When books are returned from the county, as a collection or individually, the book cards are removed from the central library "Stations charging file," and put in the book pockets. This effects the cancellation of the county charge.

When the books are at the central library both book cards are in the book pocket.

When the books are returned from the county any cards remaining in the "Stations charging file" belong to the books still in the county. Such cards become "over dues" and must be transferred to the overdue file, and notice given by telephone or by post.

CHARGING AT BRANCHES OR STATIONS

All branches need a small charging tray, date guides (1-31), and a dating outfit consisting of a pencil date-holder, a box of rubber type (or a band dater if preferred), and an ink pad. Stations and smaller agencies may do without the tray and even without the dater, using a pencil for dating.

When a book is loaned, the name of the borrower (or his number) is written on the book card and the date due stamped (or written) on both the book card and the "Date due" slip opposite the book pocket.

The book cards (for the day's circulation) are counted, then alphabetized and filed behind the date due guide in the charging tray.

When the book is returned, the book card is taken from the date due file and put back in the book pocket. The book is ready then to be loaned again.

At branches the librarian (or custodian) is taught to file the book cards in the library way, alphabetically by author, back of guides for the date due. Station custodians should be systematic so that circulation statistics may be accurately kept and books discharged quickly.

CIRCULATION STATISTICS

Branch librarians are taught to keep their own records of circulation on an approved statistical form.

Custodians of stations and other agencies are instructed how to keep simple statistics, but if it is neglected, the count may be made at the central library from the charges shown on the book cards which are returned with the books.

TYPEWRITTEN LISTS

A typewritten list is furnished with all books sent to a branch or station and a carbon copy is kept at the central library.

The typewritten list may be used for advertising, and as a checking list when books are to be returned.

REQUIREMENTS FOR STANDARD BRANCH LIBRARIES

General

1. Library to be opened at least two afternoons a week of three hours each.
2. A library sign must plainly mark each branch. Library hours to be printed on the door.
3. Library to be kept attractive at all times—clean, dusted and neatly arranged. This applies to tables, book shelves, floors, windows, curtains and lavatories. Books to stand upright on the shelves and even with front edge of shelves.
4. Library building or room to be well lighted and heated and accessible to all the public—children, as well as men and women.
5. There must be adequate means of taking care of books—locking up safely when the library is closed, keeping out dust, etc.
6. There must be sufficient and proper shelving for books and magazines.

COUNTY LIBRARY SERVICE.

1. Library to be equipped with the following, which will be furnished by the Garfield County Library Extension Department. Circulating books equal in number to the population. (This number may include local gifts to branches.)

One unabridged dictionary.

One atlas.

One encyclopedia (size depending on size of branch).

Other reference books as needed.

One A. L. A. Book list subscription.

One date stamp, ink pad, filing box.

Two drawer filing case for card catalogue, indexing all books.

Sufficient supplies on hand—application cards, book cards, readers' cards, cards for numerical file, slips, etc. (Custodian to report to central library when in need of supplies.)

2. It is provided that the central library staff will consist of librarians, college and library school trained, and with previous library experience. This will insure careful book selection, preparation of books for easy circulation from the branches, business-like administration and supervision of all work of the county extension.

3. Shipments of books to all branches will be made every fall in preparation for winter reading, and smaller shipments each month as needed. (July and August excepted.)

4. Transportation furnished by the County Extension Department.

5. Housing, heat, light and upkeep, library furniture and custodian to be furnished by the towns and communities where branch libraries are located.

Branch Library Board

1. Library board to meet monthly and to keep in close touch with the work of the local branch in comparison with that of other branches. (Watch Enid papers for County Extension monthly report.)

2. Minutes of meeting to be kept in official form. Suitable by-laws adopted.

3. Budget to be adopted at the annual meeting. Account of receipts and expenditures to be kept on blank furnished by the central library called "Estimated budget and expense account."

4. At least one joint meeting of library boards of county to be held each year, and at least two members of each local board to be in attendance.

Standards for Books

1. Local book funds to be used only for books recommended in the American Library Association Book List, the Oklahoma Library Commission Book List, the County Board of Examiners' List, Library of Congress, 1904 Catalog, Children's Catalog and Supplements and the U. S. Bureau of Education Reading Courses.

2. Gifts not to be accepted unless of the highest standards as determined by the above. Especially must the standards of children's books be guarded carefully.

3. It shall be the policy of the board not to buy subscription sets of books from traveling book agents without first discovering from authoritative sources other than as represented by the agent or publisher, the true value and lowest cost at which the same books may be purchased.

4. At least from ten to fifty dollars annually, according to size of branch, to be used for periodical subscriptions, selection to be made from the magazines indexed in the Readers' Guide. This is one of the most desirable ways of using local library funds. Another desirable way is in buying duplicate copies of children's classics.

BRANCH CUSTODIAN

Custodian to be high school graduate, except in school branches junior or senior standing is permissible. Must be neat in appearance and courteous in manner, and eager to serve the public with the best the library affords. Attendance required at annual meeting of branch custodians to be held in central library building in October (or during County Fair).

DUTIES

1. Monthly reports to be accurately and completely filled out and mailed to the central library on the last day (or last library day) of each month.

2. To be familiar with library tools and thoroughly acquainted with the "Manual of Practice," which is always to be kept on hand for reference.

3. To be responsible for library housekeeping.

4. To spend any time not actually needed for routine work, in getting acquainted with the books, so that better service can be given to the readers. This can quickest be done by reading prefaces to non-fiction and by looking over the chapter headings. The custodian while on duty must not read either book or magazine fiction; nothing breaks down library morale more surely.

5. All shelves to be read at least once each week. Fiction to be kept in alphabetical order by author and class books in class number order. Adult and children's book shelves to be kept separate.

6. Only books in good condition to be circulated. Custodian is to do simple mending and fasten in loose leaves before issuing books another time. Worn-out books to be laid aside and returned to central library in next shipment.

WHAT A COUNTY LIBRARY MEANS

The county will own a collection of books chosen to serve all the people and all the interests of the county. These books will be divided into smaller collections and so distributed that every individual in the county will have easy access to them. Each collection will be kept fresh by constant exchange of books.

Instead of much money spent to small purpose for books by a number of communities and by many schools and individuals, every community, organization, school and individual will be served with the books they need and desire from the county collection.

The constant rotation of books will make one thousand books do the work of ten thousand.

The county will have a librarian who will be at the service of every individual and every organization in the county to see that they are provided with the necessary books and to find information and advice for them on any problem that may confront them.



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